



MEMORANDUM

TO: Superintendents, Business Managers, Treasurers, and Charter School Sponsors

FROM: Melissa K. Ambre, Director
Office of School Finance

DATE: March 16, 2011

SUBJECT: Education Jobs Fund

This memo is an update to the March 4 memo sent out by the Department regarding the Education Jobs Fund.

The Department wants to clarify that although Education Jobs Fund money is available and intended to support educational and related services during the 2010-2011 school year, schools have the ability to expend unused funds during the 2011-2012 school year, through September 30, 2012. The funds are available for obligations that occur as of August 10, 2010 (the date of enactment of the Act) through the September 30, 2012 deadline, as confirmed through recent communication with the United States Department of Education.

As previously noted, schools may request draws up to two times per month, by submitting an Education Jobs Fund Request Form. Schools should only draw those funds that will be expended within the three day time frame established by federal regulations. Schools are not allowed to hold or accumulate excess cash reserves of federal money. Additionally, schools may not use Educational Jobs Funds for general administrative expenses.

Schools must deposit allocations into Fund 7965-Education Jobs using receipt account 4581-Education Jobs and may not be co-mingled with other state or federal funds. If transfers are necessary, schools must abide by the requirements of I.C. 36-1-8-4. Schools will be responsible for supplying federally requested information to fulfill all Education Jobs Fund reporting requirements.

If your board does not plan to use the funds, please notify the Office of School Finance so the funds may be reallocated to other schools. All forms and memoranda related to the Education Jobs Fund, including the Education Jobs Fund distribution list, can be found on the Office of School Finance website at the following link: www.doe.in.gov/finance

If you have questions, please contact Kaitlin Boldt or me at 317-232-0840 or by email at kboldt@doe.in.gov or mambre@doe.in.gov.